

BLOOMFIELD TOWN COUNCIL

ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittees held on Monday, November 2, 2015 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, and 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Deputy Mayor Gamble and Councilor Rivers

Also present were: Philip K. Scheck, Town Manager, Sharron Howe, Assistant to the Town Manager, John Lawlor, Director of Public Works, Daniel Carter, Public Works Operations Manager and India Rodgers, Clerk of Council

The meeting was called to order at 6:35p.m.

Old Business

Review, Discussion and Acceptance of Latimer Hill Cemetery

The Latimer Hill Cemetery was first used in 1776 and it is a historical record of the organization of Bloomfield. It was initially maintained by the Latimer Hill Cemetery Association, however the Association is very appreciative of the Town's efforts and generosity, however they can no longer sustain themselves as an organization. There is currently \$20,000 in funds leftover in an account managed by the Association. They are interested in relinquishing the property to the town and deposit these funds in an enterprise fund.

Mr. John Lawlor, Director of Public Works stated that the town has completed dead tree removal and mow few times per year with no marker restoration.

The statutory requirements CGS 19-308 (neglected) and CGS 19a-308b (abandoned) have been reviewed associated with possible issues of concern for the cemetery. The town would like to continue in status quo regarding overall maintenance.

Mr. Lawlor also suggested that the town take a position against official adoption of the cemetery based on concerns mentioned above. Mr. Philip K. Scheck, Jr., Town Manager suggested that more legal background research should be completed possible trustee management of current funding as well as working on an agreement with property in accordance with state statutes.

It was also recommended to have discussions with other area organizations such as the Wintonbury Historical Society, Mountain View or Mount Saint Benedict cemeteries regarding their expertise an interest in these areas.

Review and Discussion – Maintenance Bloomfield High School Synthetic Athletic Field

The Board of Education is proposing a \$1.3M capital project to install a synthetic athletic field. maintenance, scheduling, responsibilities, daily maintenance, weekly, monthly seems Public Works sewing manufacture disinfected regularly specialty testing, etc.

Deputy Mayor Gamble mentioned initially the BOE stated that they would do all the maintenance for the field. It was noted that the Public Works department and the Board will work in collaboration to maintain the field.

Town Manager's Goals FY 15/16 – Status Report

Mr. Philip K. Schenck, Jr., Town Manager gave a status update regarding his goals set for August 1, 2015 – July 31, 2016. (Please see attached details of goals)

The KMA Designs will present for wayfinding consultant report regarding town signage recommendations. They will present at the Administration & Education subcommittee meeting in January 2016.

HRC Consulting Firm of New Haven, CT has been hired to monitor the Affirmative Action plan for the town. Attorney Marc Needelman is currently reviewing the contract.

The town newsletter has been sent out to residents. The Town Manager's Office is currently receiving reports for various departments for the Annual Town Report.

The Bloomfield Today broadcast are on hold while BATV has new equipment installed.

There was a "Celebrate Bloomfield" committee meeting held to discuss planning for this event. Bloomfield High School Arts department is currently working sample designs for logo. Ms. Anika Noni Rose is tentatively scheduled for a guest appearance for 2016. The next scheduled meeting will be held in January 2016.

Filley Park continues to be reconstructed. Mr. Al Rechin submitted a request to create a Fundraising Committee. In addition, Mr. Jonathan Thiesse is steadily working on Phase II of the project.

It was noted that three individuals are interested in the proposed sale of 97 Granby Street lot.

The Public Works department completed cost estimates for Woodland Avenue for patching and milling.

Draft charges were submitted for the Library Building Committee, which members will consist of: Vera Smith-Winfrey, Mark Weisman, Gail Nolan, Michael Johnson and Lois Hager.

A Request for Proposal was drafted for a complete renovation/repair for 330 Park Avenue.

Fuss & O'Neil have been hired to perform the engineering work to design and construct the sidewalk on Mountain Avenue. This project has an estimated date of completion by July 31, 2016.

The East Coast Greenway has an agreement for the Ride a Way by the end of January 2016. The State Department of Transportation state that borings are not suitable for this project. They estimate that \$1,000,000 is needed in modifications, \$800,000 from the state and town commitment of \$200,000 as requested.

Fuss & O'Neil have been retained for the Blue Hills Avenue Streetscape project. State Representative David Baram requested financial assistance of \$500,000 from the State Bond Commission. The next meeting will be held in January 2016.

Economic Development

The plans in review by TPZ for Niagara Bottling Co. have been completed and approved.

The Bloomfield Business Alliance discussed new leases with owners West Coast Management. The town expressed concerns with proposal for new signage and taxes.

The status update on the Bloomfield Apartments, wetlands were approved and TPZ approvals will be reviewed and discussed at the December meeting.

A shared parking proposal with pedestrian routes was presented on the TPZ agenda as well. A letter was also received from CEEC to make energy conservation issues a regulatory requirement to possibly change TPZ regulations.

Goman & York will continue to work on their external marketing campaign for the town. There draft budget proposal for this task is \$20,000.

Financial Management

Mr. William Hogan, Director of Finance will also prepare various debt level scenarios and credit criteria in anticipation of referendums on capital projects.

Personnel Management

The Human Resources department will begin preparing for upcoming labor negotiations for renewal of contracts with respective collective bargaining units.

Facilities Management

The Facility Use Policy will be completed by 11/23/15 for review at the Town Council meeting.

There may be an upcoming request to add more personnel in Building Department due to an increase with permit fees and new construction.

Other Business

Mr. Gersham owner of the blight property located on Cottage Grove Road and requested data from Goman & York about demographics regarding potential business in need for the area.

Adjournment

It was moved by Deputy Mayor Gamble, seconded by Councilor Rivers and voted unanimously to adjourn the meeting at 7:35 p.m.